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| STANDARD OPERATING PROCEDURES NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES | | NUMBER: DCF-1-2016 |
| SUBJECT: Active Shooter | EFFECTIVE DATE: June 13, 2016 | APPROVED BY: /S Allison Blake, PhD, LSW (Commissioner) <hr/> <i>(Authorized Signature)</i> |

I. PURPOSE

This policy is issued to provide guidance in the event New Jersey Department of Children and Families (DCF) personnel, contractors, and visitors are confronted with an active shooter incident in or around a DCF workplace. This policy is not specific to any one DCF location, but provides general concepts that are amplified in each individual facility's Emergency Action Plan (EAP).

II. POLICY STATEMENT

Active shooter situations often end before law enforcement arrives. Therefore, individuals must be prepared to react to an active shooter situation. This document provides guidance to DCF employees, contractors, and visitors working within or in the area of a DCF workplace.

Note: This guidance is intended to provide an overview of how to respond to an Active Shooter situation. **Employees should refer to the Emergency Action Plan for their specific work location for additional information.**

III. DEFINITIONS

The following definitions apply to this policy:

- A. Active Shooter is an individual or individuals actively engaged in killing or attempting to kill people in a confined and populated workplace. Active shooters often use firearms. There is often no pattern or method to the active shooter's selection of victims.
- B. Emergency Action Plan (EAP) provides guidance on what to do in the event of emergencies, including Active Shooter incidents, how to prepare personnel to effectively respond to safeguard people and minimize the loss of life.

IV. PROCEDURES

The following procedures will be followed at all DCF locations during and after an Active Shooter incident.

A. Employee Actions

All employees should consult the EAP specific to their work location for information on responding to an Active Shooter incident. However, the following general principles will apply to all employees, contractors, and visitors.

1. "Run" (Evacuate)

- a. If there is an accessible escape path, attempt to evacuate in accordance with EAP procedures, or any clear exit.
- b. Evacuation should occur whether or not others agree to follow.
- c. Leave your belongings behind.
- d. If possible, help others escape, but do not wait for others to leave.
- e. If possible, prevent individuals from entering an area where the active shooter may be.
- f. Follow instructions from law enforcement officers.
- g. Keep your hands visible at all times.
- h. Do not attempt to move wounded people.
- i. Call 9-1-1 when it is safe to do so.
- j. Assist individuals that have Access and Functional Needs (AFN)
- k. Lead visitors to safety

2. “Hide”

- a. If evacuation is not possible, find a place to hide where the Active Shooter is less likely to find you such as an office with closed and locked door.
- b. Your hiding place should (1) be out of the active shooter’s view, (2) provide protection if shots are fired in your direction, and (3) not trap you or restrict your options for movement.
- c. Lock the door and blockade it with heavy furniture to prevent an active shooter from entering your work area.
- d. IF an active shooter is nearby (1) lock the door, (2) silence your cell phone or other electronic devices (DO NOT merely switch to vibrate), (3) turn off any source of noise, (4) hide behind large items (cabinets, desk furniture), and (5) remain quiet.
- e. Identify ad-hoc weapons if needed.

3. “Fight” (Take action against the active shooter)

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by (1) acting as aggressively as possible against him or her, (2) throwing items and improvising weapons, (3) yelling, and (4) committing to your actions because your life may depend on it.

4. Contact Law Enforcement

- a. If you can run or hide, take the following steps:
 - 1. Keep calm
 - 2. Contact law enforcement if it is safe to do so.
 - 3. Dial 9-1-1 and then, if necessary, notify a local police department.
 - 4. If you cannot speak, leave the phone line open to allow the dispatcher to listen to the incident.
 - 5. Do not assume someone else has called.
- b. If you can communicate with law enforcement, report the following information:
 - 1. Shooter(s) location, number of suspects, and direction of travel if known.
 - 2. Whether or not shooting still occurring.
 - 3. If known, the shooter(s) name and location.
 - 4. Shooter’s description (race, gender, clothing, physical features).

5. Type of weapons (handgun, shotgun, long gun), backpacks or duffle bags, separate explosions from gunfire, IEDs, etc.
6. The building name and room number of your location.
7. Number of people at your specific location.
8. Casualties including number of persons injured and types of injuries.

B. Law Enforcement Arrival

Law enforcement's first priority is to stop the active shooter. The first officers to arrive to the scene will not attend injured persons. Rescue teams of additional officers and emergency medical personnel will follow and attend to the injured.

1. How to React When Law Enforcement Arrives:

- a. Follow officers' instructions.
- b. Put down any items in your hands (i.e., bags, jackets, cell phones, improvised weapons).
- c. Immediately raise hands and spread fingers.
- d. Keep hands visible at all times.
- e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- f. Avoid pointing, screaming, or yelling.
- g. Do not stop to ask officers for help or directions when evacuating. Instead proceed in the direction from which officers are entering the premises, or as directed.

2. Interacting with Law Enforcement after an Active Shooter Incident

When the active shooter incident concludes, law enforcement will treat the entire work place as a crime scene and may require employees to remain in the area until all witnesses have been identified and questioned.

C. Management Preparedness Actions

1. Emergency Action Plan (EAP)

Managers will familiarize themselves with their work location EAP prior to an emergency and make the EAP available to their employees and others assigned to the location. Additional activities at each work location will be:

- a. Develop and conduct training and exercises in coordination with local law enforcement and DCF OEM
 - i. Specific to each work location
- b. Update the EAP annually and as needed post-incident

2. Employee Advisory Service

Management will make the State Employee Advisory Service (EAS) available to all employees after an active shooter incident.

3. Activate Continuity of Operations Plan (COOP)

Management may, depending on the circumstances following an active shooter incident, activate that work place location's COOP. Activation will be in coordination with DCF OEM and the facilities office.

4. Post-Incident

- a. Account for all individuals.
- b. Notify family members of the injured or deceased.
- c. Activate reunification program for families and loved ones of those injured or deceased.
- d. Assess mental health needs and contact State resources to provide assistance as needed.
- e. Assess personnel gaps in critical areas and restore operations as soon as feasible (see COOP).
- f. Cooperate with DCF leadership in analyzing the incident and making necessary policy or EAP changes.
 - i. Conduct re-training as required
- g. Activate media relations through the communications office.